

Planning Commission Staff Report & Finding of Fact

Meeting Date: 2/11/2025

APPLICANT/AGENT:

Caroline Crain

OWNER(S), IF DIFFERENT:

LEGAL DESCRIPTION:

Lot 4A, Blk 232, Plat 81-26

LOT AREA:

12,662 Sq Ft

LOCATION:

204 Sandy Beach Rd

SURROUNDING ZONING:

North: Single-family Residential (SF)

South: Single-family Residential (SF)

East: Single-family Residential (SF)

West: Single-family Residential (SF)

ZONING:

Single-family Residential (SF)

PID:

01-003-507

EXISTING STRUCTURES:

Two Story Home

APPLICATION SUBMISSION DATE:

12/3/2024

RECOMMENDATION:

Approve with Conditions

I. APPLICANT REQUEST:

Applicant is requesting a conditional use permit to operate a home-based business.

II. APPLICABLE CODES:

19.04.370 HOME OCCUPATION

19.20 SINGLE FAMILY RESIDENTIAL DISTRICT

18.72 CONDITIONAL USE PERMIT

III. FINDING:

- a. The surrounding area is an established residential neighborhood.
- b. The subject property has an existing residential structure. The total floor area of the structure is 2,168 sq ft.
- c. Municipal code defines a home occupation as “a profession or use customarily conducted entirely within a dwelling or accessory building by the owners, which use is clearly incidental and secondary to the dwelling or accessory buildings and does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation. A home occupation shall permit the employment of one person not a resident in the subject home and shall have not more than fifteen percent of the existing floor space of the structures on the property, not to exceed five hundred twenty-five square feet, used for the business or profession.”
- d. The maximum space available for home occupation at subject property is 2,168 x .15 or 325 sf. Applicant is proposing to establish a home-based business using approximately 136 sq ft.

IV. PUBLIC NOTICE

The borough provided public notice consistent with PMC 18.12.040. Notice was mailed by first class mail to the owner of record of the property within a distance of six hundred feet of the exterior boundary of the property that is the subject of the application.

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V. APPLICATION REVIEW

The application is classified as a request for a conditional use permit for a home occupation.

a. ZONING DISTRICT STANDARDS

Minimum Standards for Zoning District and Use			
	Requirement	Subject Property	Analysis
Minimum Lot Size	8,000 sf	12,662 sf	Conforms
Minimum Road Frontage	80 ft	75.03 f	Legal non-conforming
Front Yard	20 ft	-	--
Rear Yard	20 ft	-	--
Side Yard	10 ft	-	--
Max. Height	3 stories, not to exceed 30 ft	-	--
Max Lot Coverage	35%	-	Conforms
Fire Code Separation	n/a	-	
Off-street Parking			
Dwelling	2 spaces	2 spaces	Conforms
Home Occupation	As needed	2 spaces	Conforms
Sign	3 sf	Not proposed	--
Home Occupation			
Use is conducted in dwelling or accessory building		In dwelling	Conforms
Use is clearly incidental and secondary to the dwelling or accessory buildings		Incidental to dwelling.	Conforms
Use does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation		No change to dwelling	Conforms
Employment of one person not a resident in the subject home		No employees	Conforms
< 15% of the existing floor space of the structures on the property, not to exceed 525 sf.		136 sf	Conforms

b. Floodplain management – The subject property is not located in the floodplain management area.

c. Conditional Use Permit Criteria – Per 19.72.020, the commission shall permit these uses if, in addition to meeting the off-street parking regulations, development requirements and all other requirements of this title, the conditions set forth in this chapter are met.

A. The commission shall consider the suitability of the property, the character of the surrounding property and the economic and aesthetic effects of the proposed use upon the property and neighboring property. The use will be permitted if it is in harmony with the general purpose and intent of this title and where the use will be in keeping with the uses generally authorized for the zone in which

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the use is to take place. The commission shall require the conditional user to take those steps necessary so that the permitted conditional use will not be offensive because of injurious and noxious noise, vibrations, smoke, gas, fumes or odors or will not be hazardous to the community because of danger of fire or explosion.

YES NO REASON: The proposed home occupation occurs within the dwelling. No noise, fumes, or hazards are anticipated from this use. Customers are by appointment and limited to 1 per session.

B. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

YES NO REASON: Off-street parking is provided. No traffic hazards or congestion on public streets is anticipated due to this use

C. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

YES NO N/A REASON: Not applicable

VI. ACTION

Proposed motion: I move to approve the application from Carolyn Crain for a conditional use permit at 204 Sandy Beach Rd to allow for a reiki therapy home occupation.


Based on the preceding findings of fact, the Petersburg Planning Commission makes the following determination:

- a. The application meets the criteria outlined in Title 19.72 for a conditional use permit.
- b. The conditional use permit approved by the planning commission shall expire unless the privilege granted is utilized within one year after the granting of the conditional use permit. The applicant may request an extension in writing prior to expiration of their permit.
- c. The planning commission may, in writing, suspend or revoke the conditional use permit whenever the permit is issued in error or based on incorrect information supplied, or in violation of any ordinance or regulation or any provisions of this code.
- d. As a condition of approval, the Applicant/Owner shall:
 - a. Complete sales tax registration with the Petersburg Borough.

EXHIBITS

- A. Applicant materials
- B. Vicinity & Detail Maps
- C. Public Hearing Mailout

A. Applicant Material

 PETERSBURG BOROUGH CONDITIONAL USE APPLICATION	CODE TO:	110.000.404110
	BASE FEE:	\$50.00
	PUBLIC NOTICE FEE:	\$70.00
	TOTAL:	\$120.00
CHECK NO. or CC:		

DATE RECEIVED:	RECEIVED BY:	LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)
APPLICANT/AGENT		NAME
NAME <i>Caroline Crain</i>		<i>Same</i>
MAILING ADDRESS		MAILING ADDRESS
PO Box 907		
CITY/STATE/ZIP		CITY/STATE/ZIP
PSG /AK/ 99833		
PHONE		PHONE
<i>(907) 518-1987</i>		
EMAIL		EMAIL
<i>rootedbyreiki@gmail.com</i>		

PROPERTY INFORMATION

PHYSICAL ADDRESS or LEGAL DESCRIPTION:
204 Sandy Beach Rd.

PARCEL ID:	ZONE:	OVERLAY: --
CURRENT USE OF PROPERTY: <i>Residential home</i>	LOT SIZE:	
PROPOSED USE OF PROPERTY (IF DIFFERENT): <i>One room used for business</i>		

WASTEWATER SYSTEM: What is the current or planned system? Municipal DEC-approved on-site system
 WATER SOURCE: Municipal Cistern/Roof Collection Well
 LEGAL ACCESS TO LOT(S) (Street Name): *Sandy Beach Rd.*

TYPE OF APPLICATION

Home Occupation
 Residential Use in Industrial District
 Other:

Submittals

Please submit a site plan. For new construction, please include elevation drawing.
 For home occupation permits, please include a site plan showing location and size of area to be used for the home occupation (including storage), and location and size of area available for off-street parking.
 For home occupation permits, are you registered to collect sales/transient room tax through MuniRevs? Yes No

SIGNATURE(S):

I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein.

Applicant(s): *Caroline Crain* Date: *Dec 3rd, 24*
 Owner(s): *Mike Crain* Date: *Dec 3rd, 24*

19.72 CONDITIONAL USE APPLICATION

Applicant(s): Caroline Crain

Address or PID: 204 Sandy Beach Rd. PSG/AV/99833

Project Summary:

Please respond to the following conditions of approval as required in Petersburg Municipal Code 19.72.020 below:

(Note that all regulations and requirements of Title 19 must be satisfied to qualify for a conditional use permit.)

1. The commission shall consider the suitability of the property, the character of the surrounding property and the economic and aesthetic effects of the proposed use upon the property and the neighboring property. The use will be permitted if it is in harmony with the general purpose and intent of this title and where the use will be in keeping with the uses generally authorized for the zone in which the use is to take place.

WATER SOURCE: Municipal Custom/Root Collection Well
LEGAL ACCESS TO LOT(S) (Street Name): Sandy Beach Rd

2. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge and belief. I am the true and legal property owner or authorized agent thereof for the property subject hereof.
Date: Dec 8, 2014

3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

1: There is no change to the outside property area, and will not be changed to affect the aesthetic of the property or neighboring areas.

2: The exits and parking area does not obstruct the street or neighboring areas. These are shown on the drawing.

3: This space is created for one on one clientele, and is set up to reflect that.

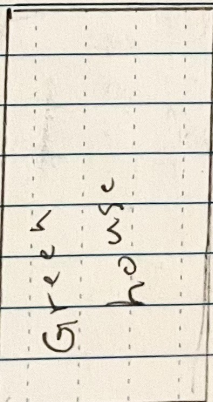
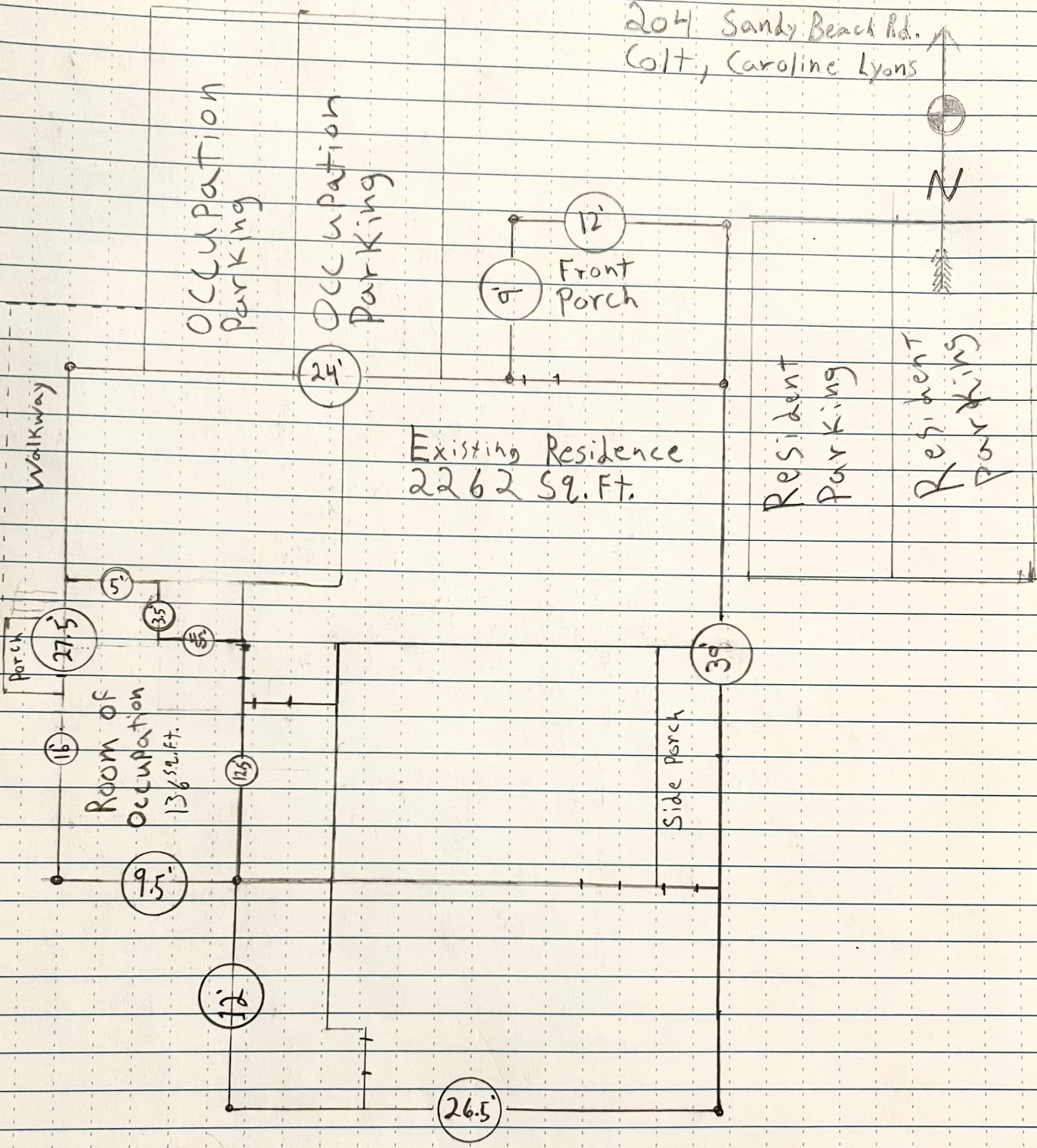
~Caroline

Front Property Line

204 Sandy Beach Rd.
Colt, Caroline Lyons



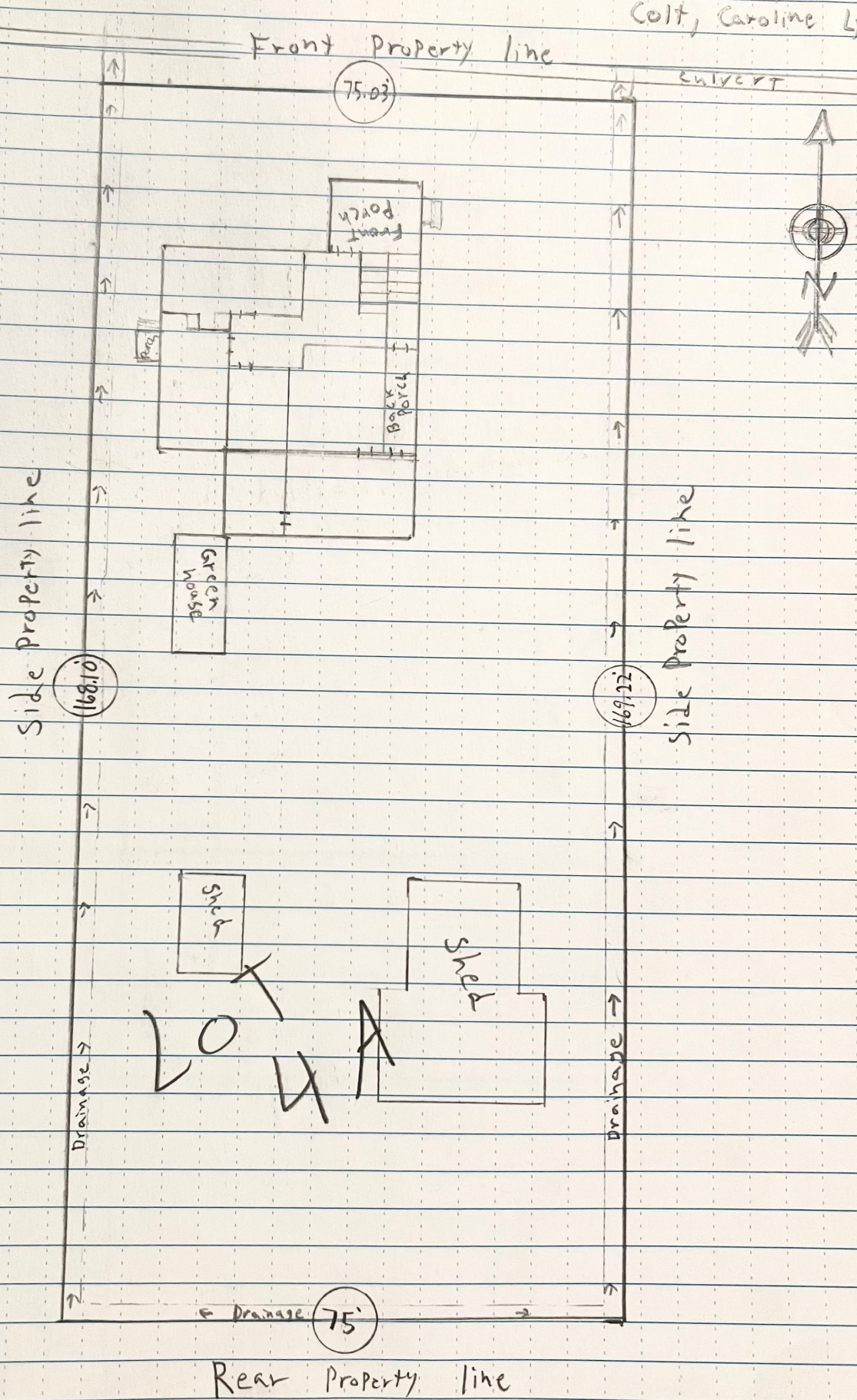
Side Property line



Scale: 1 square = 2'

North west corner of Lot 4A First Floor *Rite in the Rain*

204 Sandy Beach Rd,
Colt, Caroline Lyons



Scale: 1 square = 5'

100 x 400 Lot 4A

Rite in the Rain

B. Vicinity and Detail Map

Crain/Lyons Property
 204 Sandy Beach Road
 01-003-507



Zoning Classification

- C1 - Commercial 1
- C2 - Commercial 2
- C3 - Commercial 3
- I - Industrial
- MF - Multi-family
- SF - Single Family
- SF2 - Single Family 2
- SFM - Single Family Mobile Home Park
- MHP - Mobile Home Park
- OSR - Open Space Recreational
- PU - Public Use
- RR - Rural Residential
- U - Undeveloped



January 21, 2025

**EDGARS GORDON EDGARS SANDRA
PO BOX 641
PETERSBURG, AK 99833-0641**

NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

Consideration of an application from Caroline Crane for a conditional use permit to allow a home occupation in a single-family residential district at 204 Sandy Beach Rd (PID: 01-003-507).

The public hearing and consideration of the application will be held:	Tuesday, February 11th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
Community & Economic Development Department

Name1	Name2	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEEKS		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
LYONS COLT H	CRAIN CAROLINE	PO BOX 74	PETERSBURG	AK	99833-0074
ALASKA STATE OF		550 W 7TH AVE STE 1050A	ANCHORAGE	AK	99501-3579
ALBERG KAYLYNN		17904 3RD AVE NW	SHORELINE	WA	98177
BIGGERS PATRICIA L		PO BOX 1633	PETERSBURG	AK	99833-1633
CURRY CLYDE	CURRY JEAN	PO BOX 572	PETERSBURG	AK	99833-0572
EDDY KATIE T	EDDY STUART D	PO BOX 2085	PETERSBURG	AK	99833-2085
EDGARS GORDON	EDGARS SANDRA	PO BOX 641	PETERSBURG	AK	99833-0641
EDGARS JIM	JESTEL ALISA	PO BOX 1814	PETERSBURG	AK	99833-1814
ERBEY CYNTHIA ANN	GRESETH FAMILY IRREVOCABLE TRUST	PO BOX 70	PETERSBURG	AK	99833-0070
FLINT SUSAN H	FLINT CHARLES W	PO BOX 927	PETERSBURG	AK	99833-0927
HARAI SUSAN E		PO BOX 612	PETERSBURG	AK	99833-0612
MULLEN LUCAS JOEL	MULLEN HILLARY BURGESS	PO BOX 543	PETERSBURG	AK	99833-0543
OHMER JUDY M	JUDY OHMER LIVING TRUST	PO BOX 372	PETERSBURG	AK	99833-0372
PEELER ZACHARY ALFRED		PO BOX 761	PETERSBURG	AK	99833-0761
PETERSON LARRY W	PETERSON SUZANNE M	PO BOX 1384	PETERSBURG	AK	99833-1384
RAVEN 1 LLC		307 NE 7TH ST	MCMINNVILLE	OR	97128
SCRIMSHER SETH		PO BOX 1233	PETERSBURG	AK	99833-1233
STOLPE BJORN H	STOLPE SHANNON R	PO BOX 1487	PETERSBURG	AK	99833-1487
STOLPE JAMES D STOLPE TERESA G	STOLPE LIVING TRUST	PO BOX 1466	PETERSBURG	AK	99833-1466
SWANSON JOHN R	SWANSON MIRIAM M	PO BOX 1546	PETERSBURG	AK	99833-1546
VILLAMOR CHAD		PO BOX 462	TOPOCK	AZ	86436